

Project Review Team – Meeting Minutes – February 9, 2022

The following Departments/Agencies participated in the meeting:

Department of Agriculture (USDA)
Department of Commerce (DOC)
Department of Homeland Security (DHS)
Department of Justice (DOJ)
Department of Treasury (TR)
Library of Congress (LOC)
Small Business Administration (SBA)
Smithsonian Institution (SI)
U.S. Customs and Border Protection

NFC, GESD Representatives

- Keith Piner, Project Control Office (PCO)
- Deenna Altmeyer, Systems Requirements Branch (SRB)
- Laurence Batiz, Applications Testing Branch (ATB)

Meeting Materials Provided

- Agenda February 2022
- PRT Meeting Presentation February 2022
- Schedule Release CY22 06 Community-Wide PRT February 2022
- Customer User Acceptance Test (CUAT) PRT February 2022

Welcome and Introductions – Keith Piner

Keith welcomed and thanked everyone for their attendance. Roll-call was taken.

PRT Updates – Keith Piner

- PRT Standard Slides – Software Change Request statistics and Incident Report statistics were provided for PPS, EmpowHR, and webTA. Callers were instructed to review the slides and if there were any questions, send a request to PRTeam@usda.gov.
- PRT Reports – Reports were provided on Wednesday, **February 2, 2022**.
Note: If you are not receiving the PRT reports, please go to:
https://nfc.usda.gov/ClientServices/HR_Payroll/Communities/Project_Review_Team/PRT_Charter.php
and select [Subscribe to NFC Project Review Team](#).

Ongoing Initiatives/Project Discussion

- Review Scheduled Release – Refer to Scheduled Release CY22 06 Community-Wide PRT February slide.
- Review CUAT – Refer to CUAT PRT February 2022 slide.

Customer Comments - There were no comments

Closing Remarks – Keith Piner

The next meeting is scheduled for May 11, 2021, 10:00 a.m. eastern time. An email will be issued approximately three weeks prior to the meeting requesting submission of any questions that you would like to discuss.